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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 18 January 1956

FROM : Chief, Basic School

SUBJECT: Weekly Activities Report #3
11 January - 17 January 19561. SIGNIFICANT ITEMS - None.2. OTHER ACTIVITIESa. Basic Orientation

(1) The Intelligence Products Exhibit, shown in conjunction with Basic Orientation No. 25 on Tuesday, 17 January, was attended by approximately 150 people. Among those in attendance was [] who constructed the first of the Exhibits, which was shown for one hour on 14 April 1953. The Exhibit at that time was attended only by students in the class, and contained only five panels with a display of reports and estimates.

(2) The Communist Propaganda Exhibit, recently improved and enlarged by [], will next be shown on Thursday, 26 January. Shown at present for 1½ hours, the Exhibit is approaching the time when a limited number of invitations to attend should be sent to interested persons outside the class.

(3) [] addressed a class in the Office of Security on Friday, 13 January, on the subject "Report Writing."

(4) On Tuesday, 17 January, [] spoke to the Anti-Communist Operations class on "Propaganda Against the Communist Party."

b. Orientation and Briefing

(1) On Wednesday, 11 January, Chief, OB, conducted a special program for the Security Office. Besides those being briefed for their special assignments, some of the key personnel in the Security Office attended the presentation.

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 73 NO CHANGE
IN CLASS/ /DECLASS/ /CLASS CHANGED TO: TS S ~~SECRET~~ JUST. 22
NEXT REV DATE 09 REV DATE 12-12-79 REVIEWER _____ TYPE DOC. 02
NO. PGS. 3 CREATION DATE _____ ORG COMP 11 OPI 11 ORG CLASS S
REV CLASS C REV COORD. _____ AUTH: HR 70-3

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(2) The Chief, OB, was briefed by [redacted] Special Assistant to the DDCI, as to the latest organizational trends and development. Word was received, also, from the Inspector General's office, as to the latest regulation changes affecting DD/P organization. This information has been incorporated into the programs given by the Orientation staff.

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(3) Colonel Charles Iseley, Assistant Commandant of the Strategic Intelligence School, is expected within the week to give the customary evaluations on the presentations made by our Agency personnel during the last SIS class. One advantage of the Departmental Briefing being conducted here on our premises is that it will enable a reduction in the amount of time spent in organizational presentations given at SIS.

(4) Mr. Frank Wisner has agreed to make the introductory remarks at the next Departmental Briefing, to be conducted on 24 January.

(5) Arrangements are being made for the next Dependents' Briefing, which will be conducted on 6 and 7 February.

(6) On Thursday, 12 January, Chief, OB, visited TSS at the invitation of [redacted] He talked with [redacted]

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c. Clerical Training

(1) During the week of 10 January there were 43 people enrolled in Clerical Induction Training. At this time last year, there were 16. In Clerical Orientation there were 10 enrolled for the week of 10 January.

d. Administrative Training

(1) Because of the inability of Reproduction to accept the completed [redacted] case on 18 January for delivery before the start of the next Operations Support course, space has again been reserved in Reproduction for 20 January. This will make it possible to use the case for Operations Support #20, starting 26 March 1956.

e. Management Training

(1) The demand for enrollment in Basic Supervision courses since early December has outrun the available slots by about two to one. An extra course (Basic Supervision #14) will be run 23 January to 3 February to take care of 18 students who could not be accommodated in the December or January classes. Registration for Basic Supervision #15 is already 19 students over the maximum; therefore another non-scheduled extra presentation seems to be needed in February.

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Although the staff is now working on the problems of classroom space, reading kits, and instructors' schedules, the basic difficulty is that they are not staffed to present an extra course a month in addition to their other commitments.

(2) Nine meetings were conducted, 3 to 10 January, by [redacted] to acquaint key administrative and personnel officers with the new Fitness Report. [redacted] C/A&E, has been informed of the very good reception given the Report, and a full report on the familiarization training assignment has been forwarded to the Office of Personnel via the Director of Training.

(3) Basic Management #21, scheduled to begin 25 January, is already over-enrolled, and several Training Liaison Officers have indicated that they have more students. Inasmuch as Basic Management #20 was also oversubscribed, it may prove desirable to run an additional presentation of the Basic Management Course in the near future.

f. Personnel Notes

(1) Because of the illness and death of his father, [redacted] was absent 10 through 17 January.

(2) On 10 January, [redacted] entered Anderson Orthopedic Hospital for treatment. It is expected that she will be hospitalized for at least two weeks.

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